Approved For Release 2005/12/23 : CIA-RDP84B00890R00p300090004-4 Data 15 DEC ROUTING AND TRANSMITTAL SLIP FILE: neetigo 1 TO: (Name, office symbol, room number, building, Agency/Post) Initials Date 5 DEG EO/DDA D/Logistics Attn: C/PMS Action 1885 File: Note and Return Approval For Clearance Per Conversation As Requested For Correction Prepare Reply Circulate For Your Information See Me Comment investigate Signature Coordination Justify = REMARKS For action by OL per telephone coversation between on 14 Dec 81. STAT DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions FROM: (Name, org. symbol, Agency/Post) Room No .- Bldg. - EO/DDA Phone No. 5041-102 OPTIONAL FORM 41 (Rev. 7-76)

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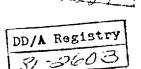
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THE WHITE HOUSE

WASHINGTON

December 11, 1981



MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM:

CRAIG L. FULLER

ASSISTANT TO THE PRESIDENT/

FOR CABINET AFFAIRS

SUBJECT:

Briefing Session on Federal Annual Plans for Executive Order on Black Colleges

On December 16, 1981 a briefing session for agencies designated by the Secretary of Education, as mandated in Executive Order 12320, will be held at the White House. The meeting will provide an orientation of the Executive Order and direction for how your agency is to complete the Annual Plan required by Executive Order 12320.

It is necessary for you to designate your agency's representative, an immediate subordinate, for the implementation of this Executive Order.

Please call in the name of your designated representative to Missy Hodapp at 456-2800 no later than noon, December 15, 1981.

Thank you for your support in this effort.